

Instructions on How to Request a Certificate of Release of Federal Tax Lien



Section 6325(a) of the Internal Revenue Code directs us to release a Federal Tax Lien after a liability becomes fully paid or legally unenforceable. We also must release a lien when we accept a bond for payment of the tax. If we have not released the lien within 30 days, you can ask for a Certificate of Release of Federal Tax Lien.

Requesting a Copy of the Certificate

If you have paid the tax you owed and have not received a copy of the Certificate of Release of Federal Tax Lien, you may call 1-800-913-6050 to check on the status of the release. If you prefer to write, see page 2 for the address to which your request should be mailed or faxed.

The certificate you receive will not show the official recording information. For a copy of the recorded certificate, you must contact the recording office where the Certificate of Release of Federal Tax Lien was filed.

Requesting a Certificate of Release

Requests for a Certificate of Release of Federal Tax Lien must be in writing. These should be mailed to IRS, Attn: Advisory Group Manager. Use Publication 4235, Collection Advisory Group Addresses, to determine where to mail your request. Send your written request with any required documents to the appropriate address.

Your request must contain the following information:

1. The date of your request,
2. The name and address of the taxpayer,
3. One copy of each Notice of Federal Tax Lien you want released,
4. Why the lien should be released, and
5. A telephone number with the best time for us to call you should we need additional information.

If you have paid the tax, enclose a copy of any of the following with your request:

1. An Internal Revenue receipt;
2. A canceled check;
3. A record of payment by electronic fund transfer; or
4. Any other acceptable proof of payment.

We may need to research your account to confirm you no longer have a liability. We will provide a release once we have done so.

If you have an immediate or urgent need for a Certificate of Release of Federal Tax Lien, visit or telephone your local IRS office. A list of local offices may be found on the IRS website at www.irs.gov/localcontacts/index.html. Be prepared to show proof of payment.

You can pay any unpaid tax with a certified check, cashier's check, or postal or bank money order to request an immediate issuance of the certificate of release. For other forms of payment, the certificate of release will be issued within 30 days of the liability being satisfied.

Centralized Lien Operations Address and Contact Numbers

To request payoff or other general information about your Notice of Federal Tax Lien, including a copy of the certificate of release, send your written request with any required documentation to Centralized Lien Operations at the mailing address or fax number shown below:

Internal Revenue Service

Centralized Lien Operations

P.O. Box 145595

Stop 8420G Team (*enter Team Number from list below*)

Cincinnati, OH 45250-5595

Telephone Number: 1-800-913-6050

Outside the United States: 859-669-4811

Hours: 8:00 a.m. to 5:00 p.m. based on U.S. time zone

State	Team	Number
Alabama	103	855-389-1537
Alaska	201	855-390-3529
Arizona	201	855-390-3529
Arkansas	201	855-390-3529
California	203	855-390-3530
Colorado	201	855-390-3529
Connecticut	103	855-389-1537
District of Columbia	104	855-390-3527
Delaware	102	855-389-1536
Florida	101	855-389-1535
Georgia	101	855-389-1535
Hawaii	201	855-390-3529
Idaho	203	855-390-3530
Illinois	104	855-390-3527
Indiana	101	855-389-1535
Iowa	101	855-389-1535
Kansas	201	855-390-3529
Kentucky	102	855-389-1536
Louisiana	104	855-390-3527
Maine	103	855-389-1537
Maryland	102	855-389-1536
Massachusetts	103	855-389-1537
Michigan	102	855-389-1536
Minnesota	104	855-390-3527
Mississippi	104	855-390-3527
Missouri	104	855-390-3527
Montana	201	855-390-3529

State	Team	Fax Number
Nebraska	104	855-390-3527
Nevada	201	855-390-3529
New Hampshire	103	855-389-1537
New Jersey	102	855-389-1536
New Mexico	201	855-390-3529
New York	103	855-389-1537
North Carolina	102	855-389-1536
North Dakota	201	855-390-3529
Ohio	103	855-389-1537
Oklahoma	104	855-390-3527
Oregon	203	855-390-3530
Pennsylvania	102	855-389-1536
Puerto Rico	101	855-389-1535
Rhode Island	102	855-389-1536
South Carolina	104	855-390-3527
South Dakota	201	855-390-3529
Tennessee	104	855-390-3527
Texas	201	855-390-3529
Utah	201	855-390-3529
Vermont	103	855-389-1537
Virginia	101	855-389-1535
Washington	203	855-390-3530
West Virginia	102	855-389-1536
Wisconsin	104	855-390-3527
Wyoming	201	855-390-3529
International	101	855-389-1535